

CURRICULUM VITAE



Personal Information

Name : Ibnu Setiawan
Sex : Male
Status : Married
Birth detail : Jakarta, September 13th 1970
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Health : Excellent – non smoker

Professional Profile

A dynamic manager with a highly successful background in achievement who has over 18 years in the shipping business industry. Experienced Organized & Managing Export and Import Division on shipping line set up suitable SysPro, ensure right on track and solved possible problem arise. Control and Reporting the result of division on regular or irregular periods for result evaluation management policy. Results oriented and possessing a successful track record in Documentation business scope.

Except for Export/Import Documentation skill, also have experience in system knowledge. Able to analyze and development system for flow and process of shipping business.

Possesses excellent interpersonal, communication and negotiation skills and the ability to develop and maintain mutually beneficial internal and external relationships. Enjoys being part of, as well as managing, motivating and training, a successful and productive team, and thrives in highly pressurized and challenging working environments

Skills Resume

- ✓ Organized & Managing Export and Import Documentation Division Set up suitable SysPro (Export, Import) and manage all units to keep in SysPro, and solved possible problem arisen.
- ✓ Control and Reporting the result of division. Preparing related Management Reports on regular periods, for result evaluation for management policy.
- ✓ Export Documentation business scope for all export documentation process circle start from booking placed, revising, printing B/L, manifest submission to local customs, etc.

- ✓ Import Documentation business scope for all import documentation process circle such as downloading manifest, sending notice of arrival, prepare invoice and issue delivery order, manifest submission to local customs, etc.
- ✓ Operations matter, knowing basic operation matter of shipping line. Such as loading/discharge process, transshipment monitoring, equipment control, etc.
- ✓ Self motivated, proactive and willing to learn for new experienced.
- ✓ Information System, good knowledge computer matters and able to analyst & build system
- ✓ Able to developed UN-EDIFACT EDI translator for exchange data among shipping line, terminal, depot, and customer.

Computer Literate

- ✓ Advance user on Microsoft Office application (MS Word, MS Excel, MS Power point, etc.).
- ✓ Well know computer programming language.
- ✓ Well know computer database programming.

Education

University : Universitas Padjadjaran, Bandung

Work Experience

- ✓ PT. Zhonghai Indo Shipping as Agent of CSCL, 2000 – 2016
- ✓ PT. Cosco Shipping Lines Indonesia as agnet of Cosco Shipping Lines Co., Ltd., 2016 – 2018.

Career History

- 2000 up to 2001 EDP (Electronic Data Processing) and Export Documentation Staff at PT. Zhonghai Indo Shipping
This is my first working career in this company. I was responsible for input all data on both PT. Zhonghai Indo Shipping's local and worldwide online system.
- 2001 up to 2002 : Export Documentation Coordinator at PT. Zhonghai Indo Shipping
Passed 2 years as Export Documentation Staff, company appoint me as Export Documentation Coordinator which held responsibility to manage 2 subordinate in order to make smooth
- 2002 up to 2005 : Export Documentation Supervisor at PT. Zhonghai Indo Shipping

Another challenging is coming when management appoint me as Export Documentation Supervisor on 2002. I have to manage bigger team and responsibilities of Jakarta office.

- 2005 up to 2016 : Documentation Manager at PT. Zhonghai Indo Shipping
I have promoted as Documentation manager on year 2005, which have responsible for Export & Import Documentation including monitor documentation matter of branch office.
- 2014 up to 2016 : IT Manager at PT. Zhonghai Indo Shipping
Company give another assignment to handle Information Technology. During this time I have developed EDI connection with terminal, depot, and customer systems.
- 2016 up to 2018 : Documentation Manager at PT. Cosco Shipping Lines Indonesia
I'm responsible for Export & Import Documentation including monitor documentation matter of branch office.

Responsibilities

Export and Import Documentation

- ✓ Managing, controlling and carrying out all activities of Export and Import Documentation and Trade-Ship (CSCL Manifest Online System) Documentation to keep best performance and teamwork
- ✓ Monitoring, arranging the job and giving assistance for detail activity to subordinates / branches and taking over / re-arrange sub-ordinates duties when any of them are unavailable
- ✓ Coordination/cooperation with other division for solving problem occurred.
- ✓ Supervision and evaluate job performance of subordinates.
- ✓ Propose to the Top Management for promotion/demotion, reward/penalty, recruitment/dismissal and mutation of subordinates.
- ✓ Responsible and solve the problems of all matters related with Documentation Department.
- ✓ Regular and irregular Report as needed.
- ✓ Proposed training program for related staffs/subordinates.
- ✓ Checking accuracy of sub-ordinates reports.
- ✓ Responsible for the overall direction, training, coordination and evaluation of this unit.
- ✓ Negotiate operation cost to relevant/related party.
- ✓ Accomplish other assignment from General Manager.

Information Technology

- ✓ Assists in the planning and implementation to network infrastructure.
- ✓ Oversees the administration and maintenance of the company's infrastructure, and directs more junior Innovators when necessary.
- ✓ Oversees the administration of the company's WAN.
- ✓ Manages and develops upgrades to the company's connection system.
- ✓ Oversees all connection changes, including routing for seating assignments.
- ✓ Oversees troubleshooting, systems backups, archiving, and disaster recovery and provides expert support when necessary.
- ✓ Works with project teams to help implement Internal Systems.
- ✓ System analysis for new develops software
- ✓ Oversees all help desk activities.
- ✓ Interacts with internal clients on all levels to help resolve IT-related issues and provides answers in a timely manner.
- ✓ Builds and maintains vendor relationships and manages the purchase of hardware and software products.
- ✓ Manages the quotation of all software, hardware and other IT supplies.
- ✓ Challenges others to develop as leaders while serving as a role model and mentor.
- ✓ Consistently acknowledges and appreciates each team member's contributions.
- ✓ Trains other innovators and clients through both formal and informal training programs.
- ✓ Leads internal teams/task forces
- ✓ Approves team members' time and expense reports in a conscientious and timely manner.

Personal Development

- ✓ Training CSCL Operation Inter Platform systems at Kuala Lumpur Malaysia on 2005
- ✓ Training FOS system for direct vessel Puhai Shipping at shanghai on 2008
- ✓ Transformational Leadership at Jakarta on 2008
- ✓ Meeting on Developing CSCL Regional Office Online System at Kuala Lumpur Malaysia on 2010.
- ✓ Developed EDI exchange to terminal, depot, and customer.
- ✓ Analyzed and developed company local shipping system.

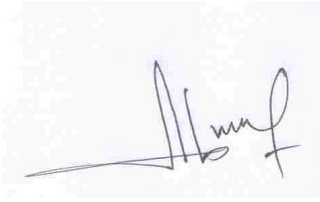
Remuneration

Negotiable

Availability

One month notice in advance

Faithfully yours,

A handwritten signature in black ink, appearing to be 'Ibnu Setiawan', written on a light gray background.

Ibnu Setiawan

Last Updated : 20 June 2018